



**FISCAL YEAR 2002-03
ATTENDANCE SOFTWARE INSTALLATION GUIDE**

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1 Introduction

This document is the Installation Guide for the Attendance Software and is intended to help you install the software. Understanding basic Windows functions and procedures, such as clicking, double clicking, right clicking, browse, etc., will assist you.

For further instructions on using the Attendance Software, please refer to the *Attendance Software User Guide*.

1.1 DOCUMENT CONVENTIONS

This document uses the following conventions to describe functions and procedures in the software:

Window Names	The names of windows, screens, and dialogue boxes use title case, such as: Save As window User Information screen
Commands	Commands are operations you must follow in order to perform certain functions in the Attendance Software. Bold face font is used, such as: Select Print from the File menu Click the OK button
Image Names	Images, or pictures, are described as Figures and use Italic face font, such as: <i>Figure 1: Diagram of the data process.</i>
Important Notes	Notes include important statements regarding steps you may need to take. They are highlighted in gray, with a black border on the top and bottom, such as:

Note: Important note here

1.2 SYSTEM REQUIREMENTS

The installation of the Attendance Software requires approximately 15-20 MB of hard disk space. Before you install the Attendance Software, make sure your computer meets the following *minimum* hardware requirements:

Minimum Hardware Configuration
<ul style="list-style-type: none">• Intel Pentium based PC• 120 MHz processor speed• Windows 95• 16 MB RAM• 1.2 GB free hard disk space• 2 MB graphics card• Color Monitor capable of 800 × 600 pixel resolution

To receive optimal performance from the software, you should have at least the following *recommended* configuration:

Recommended Hardware Configuration
<ul style="list-style-type: none">• Intel Pentium III based PC• 400 MHz processor speed• Windows 98, NT, or 2000• 64 MB RAM• 4 GB free hard disk space• 48x speed CD-ROM Drive• 17" Color Monitor• DSL, Cable, or Broadband Internet connection

For optimal performance, it is best to have a computer equipped with a CD-ROM drive and/or high-speed Internet service available for obtaining and installing the software. Having a typical dial-up connection can take up to 10 hours to download the Attendance Software. With a DSL, cable, or broadband connection, the download time is approximately 5 minutes.

2 Software Installation

This section describes software installation in Windows 95, 98, ME, NT, 2000, and XP. There are two methods of installing the Attendance Software—from CD-ROM or the Internet. The following sections detail the basic instructions necessary to complete an installation to your desktop computer using any of these methods.

Note: It is important that you have closed all open Windows applications at this time. Having open applications can cause problems with the installation of your new software.

To install the Attendance Software:

Note: Window 95 and 98 users must install DCOM before installing the Attendance Software.

1. Install DCOM from CD-ROM or the Internet. All Windows 95 users must install DCOM95 prior to installing the Attendance Software. All Windows 98 users must install DCOM98 prior to installing the Attendance Software.

Instructions for installing DCOM from CD-ROM begin on page 4.

Instructions for downloading and installing DCOM from Internet Explorer begin on page 8.

Instructions for downloading and installing DCOM from Netscape Navigator begin on page 12.

2. Install the Attendance Software from CD-ROM or the Internet.

Instructions for installing the Attendance Software from CD-ROM begin on page 5.


Instructions for downloading and installing the Attendance Software from Internet Explorer begin on page 9.

Instructions for downloading and installing the Attendance Software from Netscape Navigator begin on page 13.

2.1 INSTALLING THE SOFTWARE FROM CD-ROM

2.1.1 INSTALLING DCOM FROM CD-ROM

Note: Only Windows 95 and 98 users must install DCOM. If you do not need to install DCOM, proceed to “Installing Attendance Software from CD-ROM” on page 5.

1. Insert the Attendance Software CD-ROM into the CD-ROM drive.
2. Click the **Start**  button.
3. Click **Run**. The Run dialog box displays.
4. Click **Browse**. The Browse dialog box displays.
5. Click the **Look in** arrow at the top of the dialog box to display the different drives and folders on your computer.
6. Click on the drive letter associated with your CD-ROM (usually D:).
7. For Windows 95 users, double-click the dcom95.exe file. For Windows 98 users, double-click the dcom98.exe file. The Run dialog box opens with the file name displayed.
8. Click **OK**. The DCOM dialog box displays.
9. Click **Yes**. The End User License Agreement window displays (Figure 1).

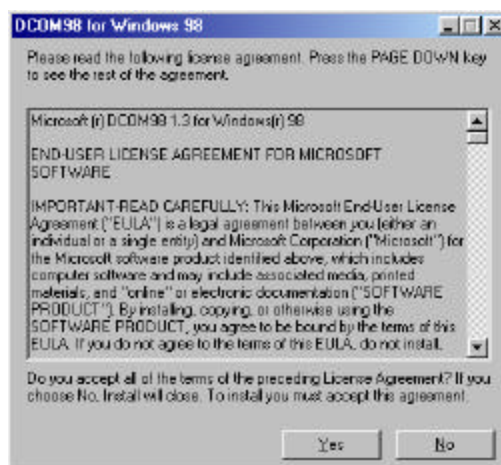



Figure 1: End User License Agreement window

10. Click **Yes**. The program copies the files to the computer, and then the Restart dialog box displays.
11. Click **Yes** to restart your computer.

Note: You must restart your computer in order for DCOM to successfully install and before you attempt to install the Attendance Software.

2.1.2 INSTALLING ATTENDANCE SOFTWARE FROM CD-ROM

1. Insert the Attendance Software CD-ROM into the CD-ROM drive.
2. Click the **Start**  button.
3. Select **Run**. The Run dialog box displays.
4. Click **Browse**. The Browse dialog box displays.
5. Click the **Look in** arrow at the top of the dialog box to display the different drives and folders on your computer.
6. Click the drive letter associated with your CD-ROM (usually D:\).
7. For Windows 95/98/ME/2000/XP users, double-click the Att2002-1_06.exe file.
For Windows NT users, double-click the AttNT2002-1_06.exe file.
8. The Run dialog box displays.
9. Click **OK**. The necessary files copy to your computer (Figure 2).

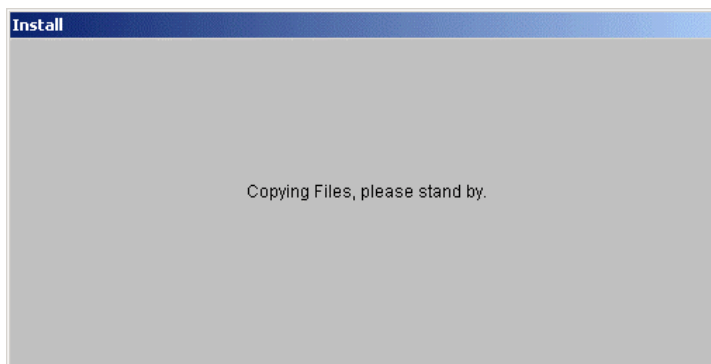


Figure 2: Install window

Note: A dialog box may display that informs you that setup cannot continue because some system files are out of date. Update these files by clicking **OK**. After the Attendance Software updates the files, you must restart your computer. After your computer restarts, return to step 2 and proceed with the installation.

10. Once the program has installed the setup initialization files, the Attendance Software Setup window displays (Figure 3).

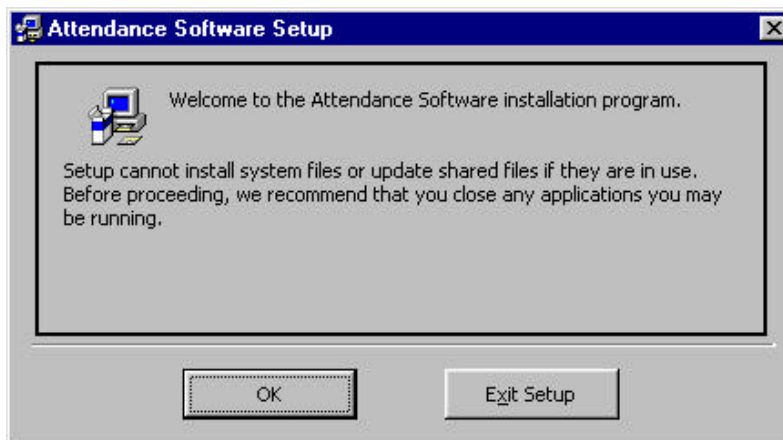


Figure 3: Sample Attendance Software Setup window

Note: Be sure you have closed all other applications.

11. Click **OK**. The Attendance Software Setup dialog box displays (Figure 4).

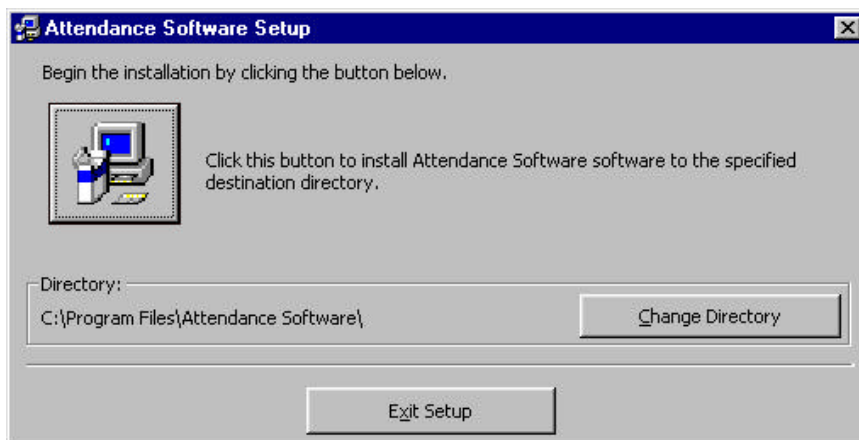


Figure 4: Sample Attendance Software Setup dialog box

12. Click the computer icon button to continue to the Choose Program Group dialog box (Figure 5). It is **highly** recommended that you accept the default directory.

Note: You can change the directory by clicking **Change Directory** and then entering or selecting the desired directory in the dialog box.

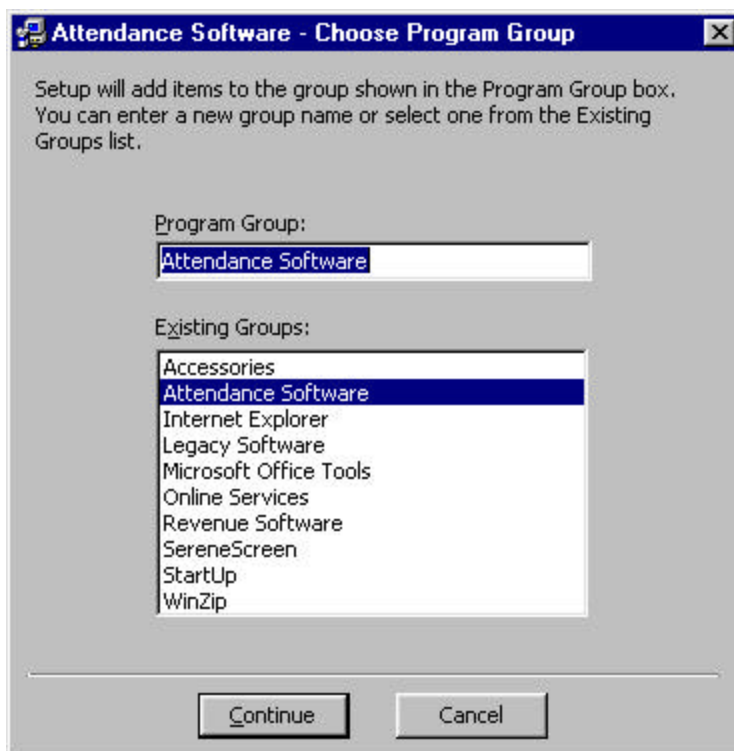


Figure 5: Sample Choose Program Group dialog box

13. Click **Continue** to accept the default program group. If you want to give the group a different name, type a name or description in the text box and then click **Continue**. It is suggested that you accept the default program group.
14. The progress meter displays the installation status (Figure 6).

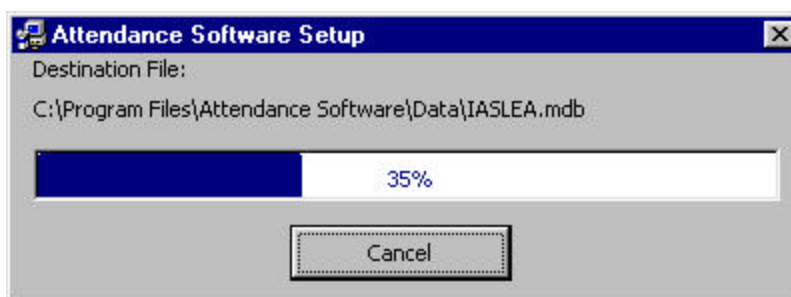


Figure 6: Sample Installation progress meter

Note: A version conflict window may display for any file being installed if that file already exists on your computer. It is recommended that you click Yes to keep the newer file.

15. When the progress bar reaches 100%, the window closes, and the dialog box displays that the software setup completed successfully (Figure 7). Click **OK**.

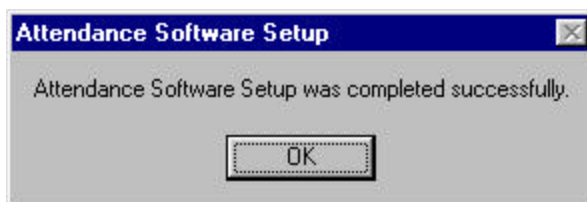


Figure 7: Sample Setup was completed successfully dialog box

Note: The recommended screen resolution for using the Attendance Software is 800 x 600. To set your monitor's screen resolution, see "Changing Your Monitor's Resolution" in the *Attendance Software User Guide*.

2.2 DOWNLOADING THE SOFTWARE FROM THE INTERNET

The latest version of the Attendance Software and DCOM is available on the Internet at <http://www.cde.ca.gov/fiscal/software/>.

2.2.1 DOWNLOADING & INSTALLING DCOM FROM INTERNET EXPLORER

Note: Only Windows 95 and 98 users must install DCOM. If you do not need to install DCOM, proceed to Downloading & Installing DCOM from Internet Explorer on page 9.

1. Navigate to <http://www.cde.ca.gov/fiscal/software/>.
2. Click on the correct DCOM link for your operating system. For Windows 95 users, click the dcom95.exe file. For Windows 98 users, click the dcom98.exe file. The File Download dialog box displays.
3. Select **Save this file to disk**.
4. Click **OK**. The Save As dialog box displays.
5. Select a location to save the file. (For example, you might save your file to the Desktop so you may quickly find it.)
6. Click **Save**.
7. While the application file is downloading to your computer, ensure that the **Close this dialog box when download completes** checkbox is *unchecked*.

Note: If the box is checked, the download dialog box closes immediately after the download completes. You must find the file that was downloaded and double click on the file to continue to step 9.

8. When this download is complete, the Download Complete dialog box displays.
9. Click **Open**. The DCOM dialog box displays.
10. Click **Yes**. The End User License Agreement window displays.
11. Click **Yes**. The program copies the files to the computer, and then the Restart dialog box displays.
12. Click **Yes** to restart your computer.

Note: You must restart your computer in order for DCOM to successfully install and before you attempt to install the Attendance Software.

2.2.2 DOWNLOADING & INSTALLING ATTENDANCE SOFTWARE FROM INTERNET EXPLORER

1. Navigate to <http://www.cde.ca.gov/fiscal/software/>.
2. For Windows 95/98/ME/2000/XP users, click the Att2002-1_06.exe file.
For Windows NT users, click the AttNT2002-1_06.exe file.
The File Download dialog box displays.
3. Select **Save this file to disk**.
4. Click **OK**. The Save As dialog box displays.
5. Select a location to save the file. (For example, you might save your file to the Desktop so you may quickly find it.)
6. Click **Save**.
7. While the application file downloads to your computer, ensure that the **Close this dialog box when download completes** checkbox is *unchecked*.
8. When this download is complete, the Download Complete dialog box displays.
9. Click **Open**. The WinZip Self-Extractor dialog box displays, the installation files decompress, and Attendance Software Setup window displays (Figure 8).

Note: A dialog box may display that informs you that setup cannot continue because some system files are out of date. Update these files by clicking **OK**. After the Attendance Software updates the files, you must restart your computer. After your computer restarts, double-click the Attendance file from where it was saved and proceed with the installation.

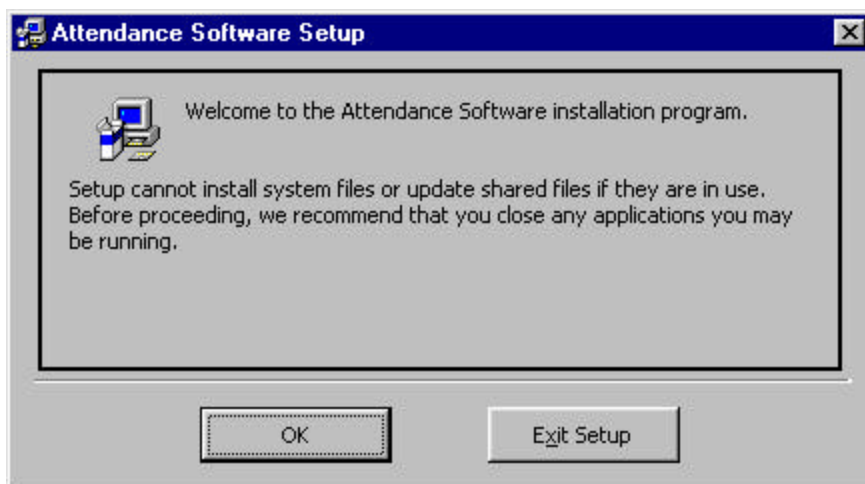


Figure 8: Sample Attendance Software Setup window

Note: Be sure you have closed all other applications.

10. Click **OK**. The Attendance Software Setup dialog box displays (Figure 9).

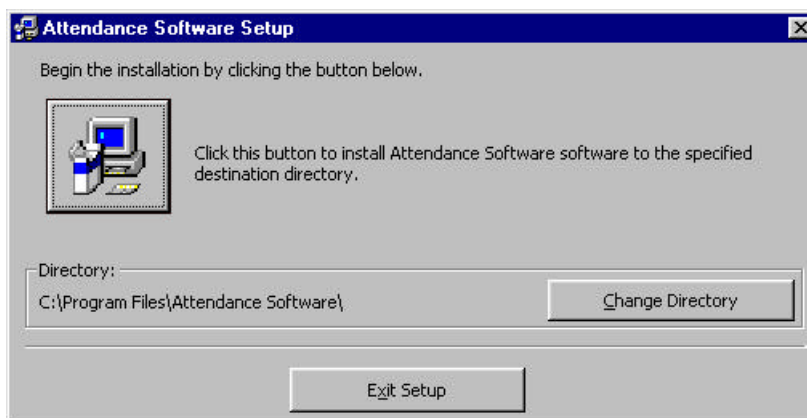


Figure 9: Sample Attendance Software Setup dialog box

11. It is **highly** recommended that you accept the default directory. Click the computer icon button to continue to the Choose Program Group dialog box (Figure 10).

Note: You can change the directory by clicking **Change Directory** and then entering or selecting the desired directory in the dialog box.

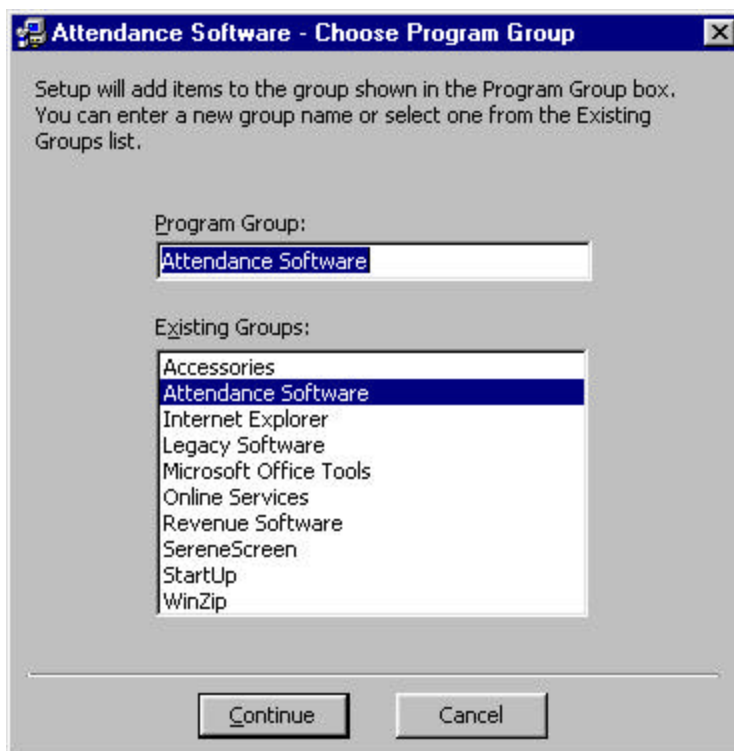


Figure 10: Sample Choose Program Group dialog box

12. Click **Continue** to accept the default program group. If you want to give the group a different name, type a name or description in the text box and then click **Continue**. It is suggested that you accept the default program group.
13. The progress meter displays the installation status (Figure 11).

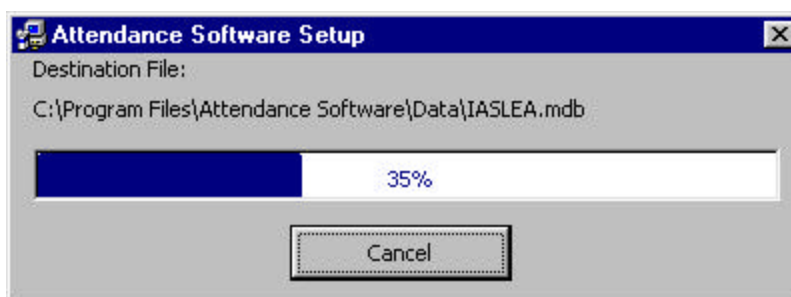


Figure 11: Sample Installation progress meter

Note: A version conflict window may display for any file being installed if that file already exists on your computer. It is recommended that you click Yes to keep the newer file.

14. When the progress bar reaches 100%, the window closes, and the dialog box displays that the software setup completed successfully (Figure 12). Click **OK**.



Figure 12: Sample Setup was completed successfully

Note: The recommended screen resolution for using the Attendance Software is 800 x 600. To set your monitor's screen resolution, see "Changing Your Monitor's Resolution" in the *Attendance Software User Guide*.

2.2.3 DOWNLOADING & INSTALLING DCOM FROM NETSCAPE NAVIGATOR

Note: Only Windows 95 and 98 users must install DCOM. If you do not need to install DCOM, proceed to "Downloading & Installing Attendance Software from Netscape Navigator" on page 13.

1. Navigate to <http://www.cde.ca.gov/fiscal/software/>.
2. Right click on the correct DCOM link for your operating system. For Windows 95 users, click the dcom95.exe file. For Windows 98 users, click the dcom98.exe file. The pop-up menu in Figure 13 displays.



Figure 13: Netscape pop-up menu

3. Select **Save Link As...**
4. The Save As dialog box displays. Select a location to save the file. (For example, you might save your file to the Desktop so you may quickly find it.)

5. Click **Save**. The Saving Location dialog box displays while the software downloads.
6. To begin installing DCOM, double click on the dcom9x.exe file in the location where the file was saved.
7. The DCOM dialog box displays.
8. Click **Yes**. The End User License Agreement window displays.
9. Click **Yes**. The program copies the files to your computer, and then the Restart dialog box displays.
10. Click **Yes** to restart your computer.

Note: You must restart your computer in order for DCOM to successfully install and before you attempt to install the Attendance Software.

2.2.4 DOWNLOADING & INSTALLING ATTENDANCE SOFTWARE FROM NETSCAPE NAVIGATOR

1. Navigate to <http://www.cde.ca.gov/fiscal/software/>.
2. For Windows 95/98/ME/2000/XP users, right click the Att2002-1_06.exe file.
For Windows NT users, right click the AttNT2002-1_06.exe file.
The Netscape pop-up menu displays (Figure 14).



Figure 14: Netscape pop-up menu

3. Select **Save Link As...**
4. The Save As dialog box displays. Select a location to save the file. (For example, you might save your file to the Desktop so you may quickly find it.)
5. Click **Save**. The Saving Location dialog box displays while the software downloads.

6. Double click the Attendance Software file to begin installation.

Note: A dialog box may display that informs you that setup cannot continue because some system files are out of date. Update these files by clicking **OK**. After the Attendance Software updates the files, you must restart your computer. After your computer restarts, repeat step 6 and proceed with the installation.

7. Once the program has installed the setup initialization files, the Attendance Software Setup window displays (Figure 15).

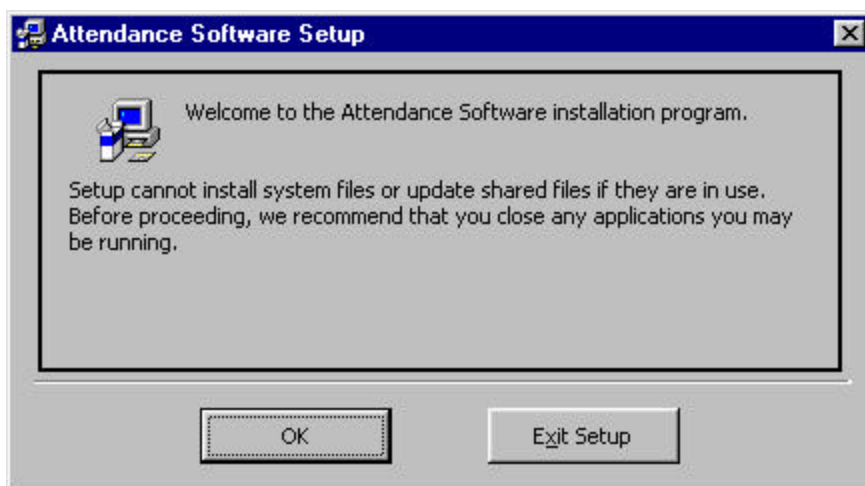


Figure 15: Sample Attendance Software Setup window

Note: Be sure you have closed all other applications.

8. Click **OK**. The Attendance Software Setup dialog box displays (Figure 16).

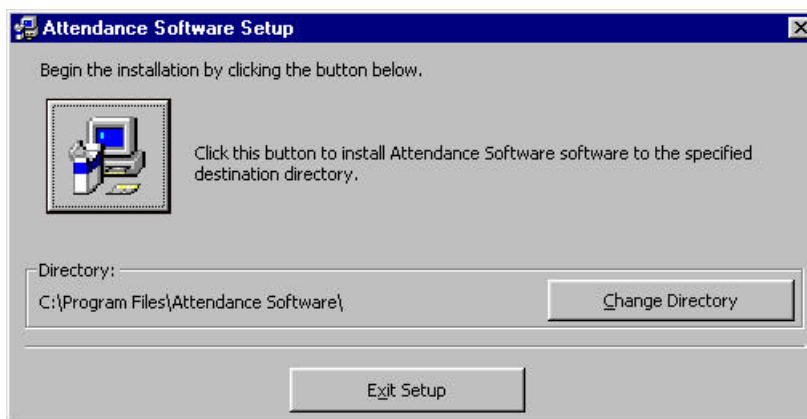


Figure 16: Sample Attendance Software Setup dialog box

9. It is **highly** recommended that you accept the default directory. Click the computer icon button to continue to the Choose Program Group dialog box (Figure 17).

Note: You can change the directory by clicking **Change Directory** and then entering or selecting the desired directory in the dialog box.

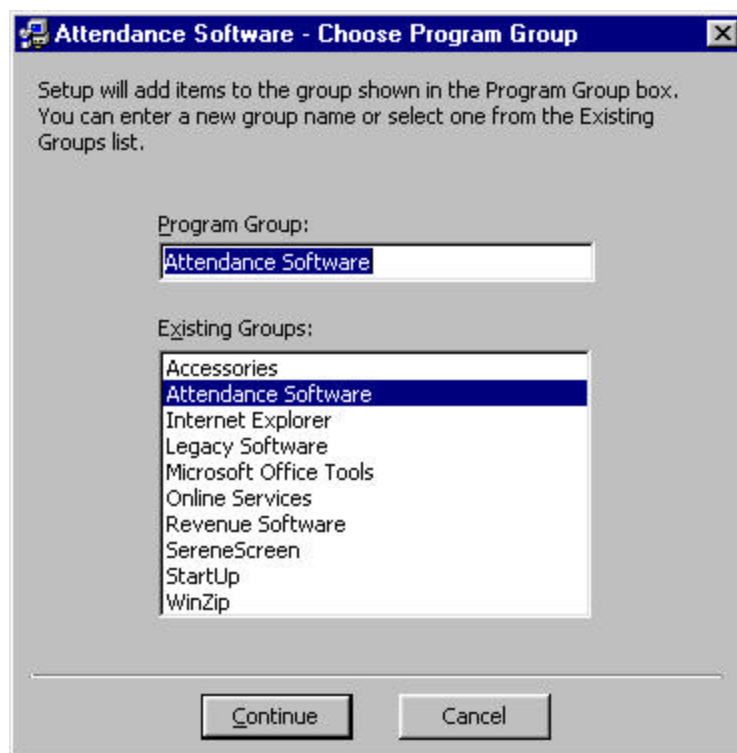


Figure 17: Sample Choose Program Group dialog box

10. Click **Continue** to accept the default program group. If you want to give the group a different name, type a name or description in the text box and then click **Continue**. It is suggested that you accept the default program group.
11. The progress meter displays the installation status (Figure 18).

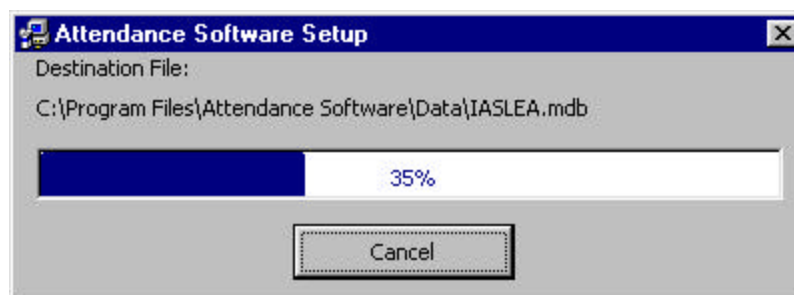


Figure 18: Sample Installation progress meter

Note: A version conflict window may display for any file being installed if that file already exists on your computer. It is recommended that you click Yes to keep the newer file.

12. When the progress bar reaches 100%, the window closes, and the dialog box displays that the software setup completed successfully (Figure 19). Click **OK**.

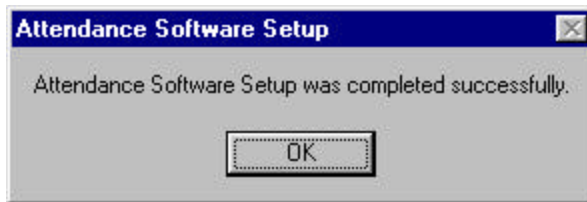


Figure 19: Sample Setup was completed successfully

Note: The recommended screen resolution for using the Attendance Software is 800 x 600. To set your monitor's screen resolution, see "Changing Your Monitor's Resolution" in the *Attendance Software User Guide*.

2.3 VERSION CONFLICT INFORMATION

If you re-install the software and have retained the existing database in the original installation folder, the Version Conflict window will display during re-installation (Figure 20).

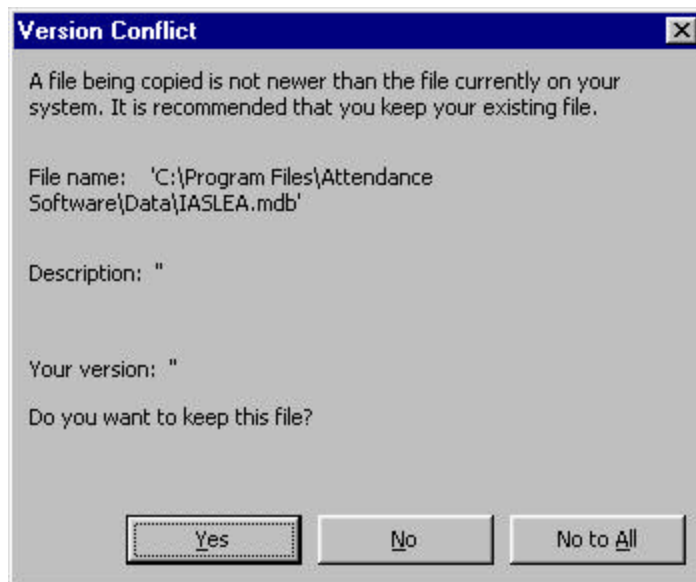


Figure 20: Version Conflict window

It is imperative that you click **Yes** to save your existing file. Otherwise, if you click **No**, your entire database will be lost and you will need to re-enter all data or restore from your latest backup disk.

Note: A version conflict window may display for any file being installed if that file already exists on your computer. It is recommended that you click Yes to keep the newer file.